

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: jobs@tceq.texas.gov
Physical Address - 12100 Park 35 Circle, Bldg. A
Mailing Address - P.O. Box 13087/MC-116
Austin, Texas 78711-3087
(512)239-0102



Internet: www.tceq.texas.gov

Fax: (512)239-0111

State Title: Program Supervisor VI

Functional Title:

Job Posting: 15225

Monthly Salary: \$4598.66 - \$6234.58

Salary Group: B23

Posting Date: 04/07/2015

Close Date: 04/21/2015

Section/Division: Financial Operations Section/ Financial Administration Division

Work Location: 12100 Park 35 Circle, Austin, TX 78753

Openings: One(1)

Position #(s): 2919

Job Description:

Supervises the Financial Operations Support Team for the Texas Commission on Environmental Quality (TCEQ). Coordinates, monitors, and directs work duties, responsibilities, and activities of the Financial Operations Support Team to ensure agency compliance with state purchase, encumbrance & payment laws, rules, policies, and procedures established by the State Legislature, Comptroller of Public Accounts, and the Agency. Coordinates, monitors, and directs Financial Operation's records retention program, preparation of cost recovery financial packages, Form 1099 preparation and reporting, and the reconciliation of BAMS and USAS financial data, and ad hoc reporting. Conducts personnel management functions, which includes interviewing, hiring, and developing staff, distribution of workloads, performance management, etc., to achieve section/unit and employee goals and objectives. Represents and serves as technical lead on system development projects, and ensures that current systems are adequately maintained and updated. Interprets rules, regulations, policies, and procedures regarding purchasing, encumbrance, and payment to vendors and communicates to agency staff and management. Formulates agency policies and procedures to maintain internal controls and adherence to Comptroller's rules and State statutes.

Minimum Qualifications:

Experience in the administration of a program relevant to assignment.

OR Graduation from an accredited four-year college or university with major course work in a field relevant to assignment (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).

Preferred Requirements:

Experience as a Supervisor, Team Lead, Work/Group lead in a financial or an accounts payable environment including coordinating or monitoring, directing or evaluating staff.

Special Requirements:

Moving up to 25 pounds of paper or supplies.

Traveling up to 5% of the time.

The agency will review the applicant's driving history in connection with the use of a vehicle in the performance of the job.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed faxed or emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer